

Senior Accountant

Reports to: AVP Finance/Controller

Job Description

To manage and be responsible for the preparation of financial reports and statements utilizing the applicable accounting standards. This position will fulfill a critical role, and perform a variety of financial and grant management functions, including, the preparation of monthly or quarterly fiscal reports, preparing project close outs, and monitoring expenses.

DUTIES AND RESPONSIBILITIES

- Prepares financial statements for the Foundation or the Corporation for Public Broadcasting. Also, assists with the preparation of the University's financial statements.
- Analyze financial transactions for appropriateness and correctness; and initiating any necessary adjustments.
- Prepare financial documents and analysis to identify and resolve issues and revise better business practices.
- Support the month end and year end close processes by performing reconciliations.
- Provide professional assistance to the University departments to solve problems and recommend solutions.
- Develops financial and budget reporting with reporting tools.
- Interprets policies and recommends internal controls.
- Collect and analyze data in support of new projects and initiatives.
- Assist assigned principle investigators with post grant award activities including compliancy, reporting, and grant closeouts.
- Other duties and special projects as assigned.

Minimum Requirements:

Bachelor's degree in Accounting. CPA or Master's Degree is a plus.

Five plus years of financial/budgeting work experience with a thorough knowledge of accounting principles and practices.

Proficient in Microsoft Excel, Word, and a database software such as Microsoft Access or Tableau.

Good knowledge of enterprise-wide administrative data processing systems.

Knowledge and a working application of the Uniform Guidance with federal grants.

Ability to communicate effectively both in writing and verbally to leadership and colleagues on campus.

Excellent analytical skills and attention to detail.

Must be able to work independently and be a self-starter.

How to Apply:

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. Title Format:

LastName_FirstInitial_JobTitle to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate will be required to submit to a criminal history background check.

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